



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

JUSTICE PROGRAM SPECIALIST

Job Number: 20001850

Job Code: 96660V151116

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 04/16/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Identifies and researches issues affecting the Kentucky criminal justice system, develops programs to address those issues, and administers and/or monitors those programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have one year of professional experience in corrections, law enforcement, criminal justice administration, juvenile justice or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in a field related to the experience areas listed above will substitute for the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Conducts research, compiles data, analyzes findings and formulates proposals on topical criminal justice system components. Attends meetings to obtain and issue information. Reviews current legislation, contacts other jurisdictions, and studies pilot programs in other areas to keep abreast on innovations or changes in the field. Speaks to law enforcement agencies, civic organizations and governmental service organizations to make the public aware of program availability. Provides on site monitoring and assistance for justice system programs. Aids local jurisdictions in applying for grants. Monitors grants to local jurisdictions for cost effectiveness and compliance. Develops technical reports on program effectiveness. Drafts correspondence to grantees to point out deficiencies or necessary changes. Drafts correspondence or reports for superiors as assigned. Provides input into the development of policies and procedures. Assists in establishing program(s) both in-house and outside the institution(s) to reduce recidivism. Visits correctional institution(s) to provide specialized service(s) and/or inspection(s).

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Minimal travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.